

Received & Inspected

AUG 08 2014

FCC Mail Room

August 2, 2014

Marlene H. Dortch, Secretary  
Federal Communications Commission  
Office of the Secretary  
9300 East Hampton Drive  
Capitol Heights, MD 20743

**RE: Request for Waiver and Review of Decision**

CC Docket No. 02-6

**Contact:**

Janice Meyers  
Letter of Agency for The Charter School of Educational Excellence  
Janice Meyers Educational Consulting, LLC  
1121 Park West Blvd. Suite B204  
Mount Pleasant, SC 29466  
Phone 914-715-2466  
janice@jhmedu.com

BEN: 16021522

Form 471 # 884501

FRN 2450950, 2451171, 2451179, 2451200, 2451215, 241268, 2451286

**Request for Waiver**

I am requesting a waiver of the deadline to file Form 486 due to circumstances beyond my control.

**Argument**

In 2006 and 2007, in the *Bishop Perry Order* and the *Academy for Academic Excellence Order*, the Commission and the Bureau, respectively, granted waivers to applicants who missed the FCC Form 471 filing window deadline due to technical malfunctions, school reorganizations, a misunderstanding related to the filing deadline, personal staff emergencies, inadvertent errors, or circumstances beyond their control, including inclement weather.

No. of Copies rec'd \_\_\_\_\_  
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In addition, FCC Report and Order (FCC 01-195) released on June 29, 2001, the Administrator may grant an extension of time for the implementation of non-recurring services if the implementation is delayed for circumstances beyond the named service provider's control.

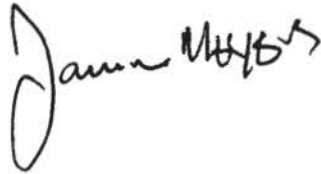
On June 13, 2013 the Director of Operations at The Charter School of Educational Excellence, Stephan Henriquez filed an appeal with USAC asking that the service start date on Form 486 # 997386 be changed from 1/29/2014 to 7/1/2013 (see attached appeal). That appeal was denied on June 26, 2014 (see attached letter).

Form 471 #884501 was funded on December 27, 2013. As the Letter of Agency for The Charter School of Educational Excellence, I filed Form 486 # 997386 on January 3, 2014. I am not authorized to certify the Form 486, so on January 3, 2014, I emailed the Director of Operations at The Charter School of Educational Excellence, Stephan Henriquez a copy of the paper certification to sign and send in (see attached email). Mr. Henriquez told me the signed certification was put in the mail Monday, January 6, 2014.

On Thursday, May 22, 2014 I attempted to file BEAR forms for Form 471 #884501 and discovered that the form was complete by not certified. I emailed Stephan Henriquez for a copy of the signed certification and proof of delivery (see attached copy of the email). He sent me the signed certification but told me my email of January 3, 2014 did not specify sending the certification with proof of delivery. Apparently, the certification dated and signed on January 3, 2014 never got to the SLD. We also did not get the Urgent Reminder letter sent by USAC on May 5, 2014 (referenced in the Administrator's Decision on Appeal letter). Stephan Henriquez resent the original certification signed on 1/3/14 and sent another signed certification

On June 18, 2014 USAC issued a Form 486 Notification letter adjusting the Service Start Date to 1/29/2014 due to the 120-day 486 deadline.

The Director of Operations at The Charter School of Educational Excellence, Stephan Henriquez is new to the Charter School and the E-rate program. Mr. Henriquez made every effort to follow the USAC rules. ~~There~~ <sup>There</sup> was no fraud or abuse. I am asking that you waive the filing deadline of Form 486 #997386 due to circumstances beyond our control and restore the service start date to 7/1/2013.



Sincerely,

Janice  
Meyers

Janice Meyers

Digitally signed by Janice Meyers  
DN: cn=Janice Meyers, o=Janice  
Meyers Educational Consulting, LLC,  
email=janice@jmedu.com, c=US  
Date: 2014.08.07 18:24:04 -0400



## **Charter School of Educational Excellence**

260 Warburton Avenue, Yonkers, New York 10701  
(914) 476-5070 • Fax (914) 476-2858

By FedEx

June 13, 2013

### **RE: Appeal of Administrator's Decision**

#### **Contact:**

Stephan Henriquez  
Director of Operations  
Charter School of Educational Excellence  
260 Walburton Ave.  
Yonkers, NY 10701  
shenriquez@cschool.org  
914-476-5070 ext. 11

BEN: 16021522

SCHOOL: CHARTER SCHOOL OF EDUCATIONAL EXCELLENCE

Form 486 #997386

### **Appeal of Administrators Decision**

Service start date of 1/29/2014

### **Establishment of circumstances**

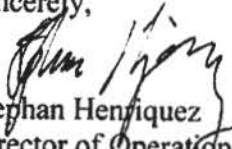
A Funding Commitment Decision Letter for 471# 884501 was issued on December 27, 2013. Our E-rate consultant, Janice Meyers filed a 486 to release the funding on January 3, 2014 with a service start date on 7/1/2013. I received an email from her asking to sign and send in the attached certification. I am new to the position of Director of Operations and have never been involved in the E-rate process before. On January 6, 2014, I sent the certification to SLD Forms, PO Box 7026, Lawrence, KS 66046 in the regular mail.

On May 22, 2014 I received e-mail from our E-rate consultant saying the SLD never received the paper certification for the 486. I resent the 486 certification that I signed from 1/3/2014, and also printed a new one and sent it to the SLD.

Our e-rate consultant told me that the service providers are not approving the BEARS because the service start date is 1/29/2014 not 7/1/2013.

I am asking that you change the service start date to 7/1/2013 so my school can receive the reimbursement on the services provided from the beginning of the funding year. I realize now that I should have sent the certification with a delivery confirmation but the email sent to me by my consultant did not specify that. I am trying to learn about the e-rate process and follow all the rules. Thanks to the E-rate program The Charter School of Educational Excellence has been able to provide Internet access and wireless connectivity to our students and staff.

Sincerely,



Stephan Henriquez  
Director of Operations

Charter School of Educational Excellence





**Universal Service Administrative Company**  
Schools & Libraries Division

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**Administrator's Decision on Appeal – Funding Year 2013-2014**

June 26, 2014

Stephan Henriquez  
Charter School of Educational Excellence  
260 Warburton Avenue  
Yonkers, NY 10701

Re: Applicant Name: CHARTER SCHOOL OF EDUCATIONAL  
EXCELLENCE  
Billed Entity Number: 16021522  
Form 471 Application Number: 884501  
Form 486 Application Number: 997386  
Funding Request Number(s): 2450950, 2451171, 2451179, 2451200, 2451215,  
2451268, 2451286  
Your Correspondence Dated: June 13, 2014

After thorough review and investigation of all relevant facts, the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC) has made its decision in regard to your appeal of USAC's Funding Year 2013 FCC Form 486 Notification Letter for the Application Number indicated above. This letter explains the basis of USAC's decision. The date of this letter begins the 60 day time period for appealing this decision to the Federal Communications Commission (FCC). If your Letter of Appeal included more than one Application Number, please note that you will receive a separate letter for each application.

Funding Request Number(s): 2450950, 2451171, 2451179, 2451200, 2451215,  
2451268, 2451286

Decision on Appeal: **Denied**  
Explanation:

- USAC has determined that your FCC Form 486 was not filed within 120 days calculated from December 27, 2013, the date of the FCDL. On May 5, 2014, USAC mailed an "Urgent Reminder" letter providing you with additional time and a new deadline to submit and/or certify your FCC Form 486. Your FCC Form 486 was postmarked and certified on May 29, 2014, which is after the new deadline date. Consequently, the SSD has been revised to January 29, 2014, 120 days before the FCC Form 486 postmark date. If the funding commitment includes recurring charges then the funding commitment has been reduced

accordingly. It is the responsibility of the applicant to ensure that all forms are submitted to USAC in a correct and timely manner. As a result, your appeal is denied.

- FCC rules require applicants to use recurring services within the relevant funding year and to implement non-recurring services by the applicable deadline established by the Commission. *See* 47 C.F.R. sec. 54.507(d). The FCC Form 486 informs USAC when the applicant is scheduled to receive or has received services in the relevant funding year from the named service provider. The receipt of a properly completed FCC Form 486 triggers the process for USAC to receive invoices. In order for an applicant to receive discounts retroactively to the SSD, the FCC Form 486 should be postmarked no later than 120 days after the SSD featured on the FCC Form 486 or no later than 120 days after the date of the FCDL, whichever is later. When an applicant has missed a deadline to file its FCC Form 486, it is given an additional 20 calendar days from the date of receipt of USAC's written notice to file or amend its FCC Form 486 and receive services retroactively to the SSD. *See* Requests for Review and Waiver of the Decision of the Universal Service Administrator by Alaska Gateway School District, Tok, Alaska, et al., Schools and Libraries Universal Service Support Mechanism, File Nos. SLD-412028, et al., CC Docket No. 02-6, 21 FCC Rcd 10186-10187, DA 06-1871, para. 8 (rel. Sep. 14, 2006).

Since your appeal was denied in full, dismissed or cancelled, you may file an appeal with the FCC. Your appeal must be postmarked within 60 days of the date on this letter. Failure to meet this requirement will result in automatic dismissal of your appeal. You should refer to CC Docket No. 02-6 on the first page of your appeal to the FCC. If you are submitting your appeal via United States Postal Service, send to: FCC, Office of the Secretary, 445 12th Street SW, Washington, DC 20554. Further information and options for filing an appeal directly with the FCC can be found under the Reference Area/"Appeals" of the SLD section of the USAC website or by contacting the Client Service Bureau. We strongly recommend that you use the electronic filing options.

We thank you for your continued support, patience and cooperation during the appeal process.

Schools and Libraries Division  
Universal Service Administrative Company

cc: Janice Meyers

## Janice Meyers

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**From:** Stephan Henriquez <SHenriquez@cseeschool.org>  
**Sent:** Thursday, June 12, 2014 8:46 AM  
**To:** Janice Meyers  
**Subject:** RE: You were funded for P1 see attached  
**Attachments:** Executed Fedexed 486 forms.pdf

Good morning.

---

**From:** Janice Meyers [<mailto:Janice@jhmedu.com>]  
**Sent:** Thursday, June 12, 2014 8:15 AM  
**To:** Stephan Henriquez  
**Subject:** FW: You were funded for P1 see attached  
**Importance:** High

Stephan,

Could you please send me a copy of the signed 486 certification that you sent recently?

Thank you,

Janice Meyers  
Janice Meyers Educational Consulting  
1121 Park West Blvd. Suite B #204  
Mt. Pleasant, SC 29466  
914-715-2466  
[www.jhmedu.com](http://www.jhmedu.com)

<https://www.facebook.com/jhmedu>

<https://twitter.com/jhmedu>

A member of E-rate Management Professional Association (E-mpa)

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**From:** Janice Meyers  
**Sent:** Thursday, May 22, 2014 11:13 AM  
**To:** [SHenriquez@cseeschool.org](mailto:SHenriquez@cseeschool.org)  
**Subject:** FW: You were funded for P1 see attached  
**Importance:** High

Stephan,

The SLD never got the attached certification and I cannot file the BEAR forms to release the funding until you either sign and overnight the attached or if you have received a PIN certify online.

If you did send the attached certification in, please email me a copy along with the proof of delivery.

Please contact me if you have questions.

Thank you,

Janice Meyers  
Janice Meyers Educational Consulting, LLC  
1121 Park West Blvd Suite B#204  
Mount Pleasant, SC 29466

# 1



914-715-2466

A Member of E-MPA

<http://www.jhmedu.com>

Follow us on

Facebook

<https://www.facebook.com/jhmedu>

Twitter

<https://twitter.com/jhmedu>

**From:** Janice Meyers <[janice@jhmedu.com](mailto:janice@jhmedu.com)>

**Date:** Friday, January 3, 2014 at 11:40 AM

**To:** Stephan Henriquez <[SHenriquez@cseeschool.org](mailto:SHenriquez@cseeschool.org)>

**Cc:** Vinnie Almonte <[vinnie.almonte@xclusivepc.net](mailto:vinnie.almonte@xclusivepc.net)>

**Subject:** You were funded for P1 see attached

Stephan,

Your E-rate application of Telephone and Internet was funded. You need to certify the 486.

Did you ever get a PIN for the SLD?

If so call me when you have the PIN and I will walk you thru the steps to certify the 468 online.

If not, see the attached paper certification. You need to sign on line 12, make a copy, and send to the address on the bottom.

Please contact me if you have any questions.

Regards,

Janice Meyers

Janice Meyers Educational Consulting, LLC

1121 Park West Blvd. Suite B#204

Mount Pleasant, SC 29466

914-715-2466

[www.jhmedu.com](http://www.jhmedu.com)

<https://www.facebook.com/jhmedu>

<https://twitter.com/jhmedu>

A member of E-rate Management Professional Association ( E-mpa)

FCC Form 486


Do Not Write in This Area

Approved by  
OMB  
3000-0633

Application ID : 997386

Entity Number	9901622	Applicant's Form Identifier	CSEETel-13
Contact Person	Janice Meyers	Phone Number	914-715-2656

I certify that I am authorized to submit this receipt of service confirmation on behalf of the above-named filied Entity, that I have examined this request, and that, to the best of my knowledge, information, and belief, all statements of fact contained herein are true.

12. Signature of authorized person	13. Date
	1/3/2014 11:33:35 AM
14. Printed name of authorized person	
Stephen Henriquez	
15. Title or position of authorized person	
Director of Operations	
16a. Street Address, P.O. Box, or Route Number	
260 Walburton Ave.	
City	
Yonkers	
State NY Zip Code 10701 -	
16b. Telephone number of authorized person	16c. Fax number of authorized person
914-476-5670	914-476-2656
16d. Email address of authorized person	16e. Name of authorized person's employer
shenriquez@cseeschool.org	Charter School of Educational Excellence

Please submit this form to:

SLD Form 486  
PO Box 7826  
Lawrence, KS 66044-7826

For express delivery service or U.S. Postal Service, Return Receipt Requested, send this form to:

SLD Forms  
ATTN: SLD Form 486  
2633 Greenway Dr  
Lawrence, KS 66046  
660-203-8190

FCC Form 486

December 2013



FCC Form 486

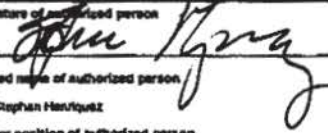
Do Not Write In This Area

Approval by  
OMB  
3080-0853

Application ID: 997386

Entity Number	16021822	Applicant's Form Identifier	CSEETel-11
Contact Person	Janice Meyers	Phone Number	914-715-3486

I certify that I am authorized to submit this receipt of service confirmation on behalf of the above-named Sited Entity, that I have examined this request, and that, to the best of my knowledge, information, and belief, all statements of fact contained herein are true.

12. Signature of authorized person	13. Date
	1/3/2014 11:33:36 AM
14. Printed name of authorized person	
Stephan Henriquez	
15. Title or position of authorized person	
Director of Operations	
16a. Street Address, P.O. Box, or Route Number	
280 Walburt Ave.	
City	
Yonkers	
State NY Zip Code 10701	
16b. Telephone number of authorized person	16c. Fax number of authorized person
914-475-5079	914-475-2656
16d. Email address of authorized person	16e. Name of authorized person's employer
sheniquiz@cseeschool.org	Charter School of Educational Excellence

Please submit this form to:

SLD Form 486  
PO Box 7926  
Lawrence, KS 66044-7926

For express delivery services or U.S. Postal Service, Return Receipt Requested, send this form to:

SLD Forms  
ATTN: SLD Form 486  
3833 Greenway Dr  
Lawrence, KS 66044  
888-263-9100

FCC Form 486

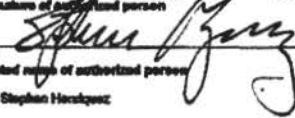
December 2013

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Application ID: 1011388

Entity Number	98521532	Applicant's Form Identifier	CSCE-TBL14
Contact Person	Janice Meyers	Phone Number	914-718-3486

I certify that I am authorized to submit this request of service confirmation on behalf of the above-named Entity, that I have examined this request, and that, to the best of my knowledge, information, and belief, all statements of fact contained herein are true.

13. Signature of authorized person 	13. Date 5/19/2014 12:17:18 PM
14. Printed name of authorized person Stephen Hernandez	
15. Title or position of authorized person Director of Operations	
16a. Street Address, P.O. Box, or Route Number 280 Watkinson Avenue	
City Yonkers	
State NY Zip Code 10701 -	
16b. Telephone number of authorized person 914-478-5070	16c. Fax number of authorized person 914-478-2852
16d. Email address of authorized person sheniquiz@cseschool.org	16e. Name of authorized person's employer Charter School of Educational Excellence

Please submit this form to:

SLD Form 486  
PO Box 7826  
Lawrence, KS 66044-7826

For express delivery service or U.S. Postal Service, Return Receipt Requested, send this form to:

SLD Forms  
ATTN: SLD Form 486  
3833 Greenway Dr  
Lawrence, KS 66044  
660-353-6100



Http://apps.fcc.gov/ecfs/upload/display?z=egg1.m Submit a Filing

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Public Filing Guidelines  
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**Proceeding**

Name: X 02-6 Subject: In the Matter of Schools and Libraries Universal Service Support Mechanism  
\* Proceeding Number: ?

Add Another Proceeding...

**Contact Info**

\* Name of Filer: ? Janice Meyers Educational Cons  
Lawfirm Name (required if represented by counsel): ?  
Attorney/Author Name: ?  
Email Address: ?

**Details**

Ex parte Presentation: ☐  
Type of Filing: APPEAL  
File Number:   
Report Number:   
Bureau Identification Number:

**Address**

Address For: ☒ Filer ☐ Law Firm ☐ Author  
Address Type: ☒ US Address ☐ International Address  
\* Address Line 1: 1121 Park West Blvd.  
Address Line 2: Suite B204  
\* City: Mount Pleasant  
\* State: SC: SOUTH CAROLINA  
\* Zip: 29466  
+4:

**Document(s)**

Unable to read PDF file.

File Name: Browse... Custom Description:   
File Name: C:\Users\Janice\Dropbox\Victory 11-12 BE Browse... Custom Description:   
Add Another Attachment...

Received & Inspected  
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Note: You are filing a document into an official FCC proceeding. All information submitted including names and address will be publicly available via the web.

could not  
submit  
electronically

August 3, 2014

Marlene H. Dortch, Secretary  
Federal Communications Commission  
Office of the Secretary  
9300 East Hampton Drive  
Capitol Heights, MD 20743

Received & Inspected

AUG 06 2014

FCC Mail Room

**RE: Request for Waiver and Review of Decision**

CC Docket No. 02-6

**Contact:**

Janice Meyers  
Letter of Agency for Sisulu Children's Academy  
Janice Meyers Educational Consulting, LLC  
1121 Park West Blvd. Suite B204  
Mount Pleasant, SC 29466  
Phone 914-715-2466  
janice@jhmedu.com

BEN: 221433

Form 471 # 790443

FRN 2138161 and 2183793

**Request for Waiver**

I am requesting a waiver of the deadline to file an invoice extension due to circumstances beyond my control.

**Argument**

In 2006 and 2007, in the *Bishop Perry Order* and the *Academy for Academic Excellence Order*, the Commission and the Bureau, respectively, granted waivers to applicants who missed the FCC Form 471 filing window deadline due to technical malfunctions, school reorganizations, a misunderstanding related to the filing deadline, personal staff emergencies, inadvertent errors, or circumstances beyond their control, including inclement weather.

In addition, FCC Report and Order (FCC 01-195) released on June 29, 2001, the Administrator may grant an extension of time for the implementation of non-recurring services if the implementation is delayed for circumstances beyond the named service provider's control.

In funding year 2011-12 I was the letter of Agency for Victory Schools. Sisulu Children's Academy used Victory Schools as the Charter School management company. Invoice Number 1740623 FRNs 2183793 and 2138161 dated 10/25/2012 were not paid because the SPIN is bankrupt- Good Samaritans needed (see attached). In funding year 2012-13 my contract with Victory Schools was not renewed. I referred the outstanding BEAR reimbursement to Victory Schools Director of Technology. In May of 2014 Victory Education Partners contracted with me to file a Good Samaritan for 6 schools who had outstanding BEARS from Wave to Wave.

On May 8, 2014 I filed requests for invoice extension for the following FRNs 2190584, 2138272, 2191334, 2183776, 2183760, and 2137505 and 2137485.

Invoice extensions for the following were approved:

2190584-approved

2138272- approved

2191334--approved

2183776-approved

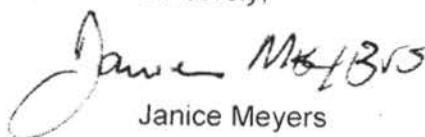
2183760-approved

Invoice extensions for FRNs 2137505 and 2137485 are still pending.

Invoice extensions for FRNs 2183793 and 2138161 were denied

I am asking that you waive the 120 day deadline after the service delivery date and approve the invoice extensions for FRNs 2183793 and 2138161 because USAC has approved FRNs 2190584, 2138272, 2191334, 2183776, 2183760 filed at the same time and for the same reasons.

Sincerely,

  
Janice Meyers





Universal Service Administrative Company

Schools and Libraries Division

Form 472 (BEAR) Notification Letter

October 25, 2012

Anna Setola  
Wave 2 Wave Communications  
433 Hackensack Ave  
6th Floor  
Hackensack, NJ 07601

Re: Invoice Number - as assigned by USAC: 1740623  
Service Provider Identification Number: 143028965  
Reimbursement Form Number: SCA-11-W2W  
Billed Entity Number: 221433

Janice Meyers  
SISULU CHILDRENS ACADEMY  
PO Box 534  
Dobbs Ferry, NY 10522

Preferred Mode of Contact: E-mail at [janice@jhmedu.com](mailto:janice@jhmedu.com)  
Total Amount of Reimbursement Approved for Payment: \$0.00

This letter is your notification that the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC) has processed an FCC Form 472, "Billed Entity Applicant Reimbursement (BEAR)" Form from the above named applicant listing you as the service provider. USAC has committed to reimburse the discounted portion of the cost of eligible services provided to eligible entities pursuant to one or more FCC Forms 471, "Description of Services Ordered and Certification Form".

In certain instances, a line may not have been paid. Review the BEAR Letter Applicant Reimbursement Report (Report) following this letter for the reason(s) this may have occurred. For more information about lines that have not been paid, see the explanation of Invoice Error Codes in Step 9 on our website. Work with the applicant (your customer) to correct any errors. Once corrected, your customer may submit a new BEAR to request reimbursement for any unpaid lines.

We recommend using the BEAR Online tool from the Apply Online area or Required Forms section of our website for additional submissions. If a new BEAR cannot be submitted before the invoice deadline passes, you or your customer may submit a request for a deadline extension. (See "Invoice Deadlines and Extension Requests" posted in the SLD section of our website for more information.)

Pursuant to the Federal Communication Commission's (FCC) Second Report and Order and Further Notice of Proposed Rulemaking (FCC 03-101, released April 29, 2003), you must remit the amount shown as "Total Amount of Reimbursement Approved for Payment" above to your customer no later than 20 days after receipt of payment of the approved discounts from USAC. You also agreed not to tender or make use of the payment of the approved discounts issued by USAC to you prior to remitting the discount to your customer (See BEAR Form, Block 4, Service Provider Acknowledgment).

The USAC check should be mailed to the service provider named above within 20 days of the date of this letter.

Schools and Libraries Division - Correspondence Unit  
30 Lanidex Plaza West, PO Box 685, Parsippany, NJ 07054-0685  
Visit us online at: [www.usac.org/sl](http://www.usac.org/sl)



BEAR NOTIFICATION LETTER APPLICANT REIMBURSEMENT REPORT

Form 471 Application Number: 790443  
Funding Request Number: 2138161  
Funding Year 2011: 07/01/2011 - 06/30/2012  
Contract Number: NA  
Funding Commitment Decision: \$26588.30  
Reimbursement Amount for this FRN: \$0.00  
Reimbursement Request Decision Explanation:  
SPIN is Bankrupt - Good Samaritan Needed;

---



Universal Service Administrative Company

Schools and Libraries Division

### Administrator's Decision on Invoice Deadline Extension Request

July 22<sup>nd</sup>, 2014

Janice Meyers  
Janice Meyers Educational Consulting, LLC  
1121 Park West Blvd. Suite # B204  
Mount Pleasant, SC 29466

RE: Sisulu Childrens Academy

FCC Form 471 Application Number: 790443  
Funding Request Number(s): 2183793, 2138161  
Your Correspondence Dated: May 08<sup>th</sup>, 2014

After thorough review and investigation of all relevant facts, the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC) has made its decision in regard to your invoice deadline extension request for the invoice number indicated above. This letter explains the basis of USAC's decision. The date of this letter begins the 60 day time period for appealing this decision to the Federal Communications Commission (FCC). If your request included more than one invoice number, please note that for each invoice for which an invoice deadline extension request was submitted, a separate letter is being sent.

Invoice Number: N/A Line(s): N/A  
Decision on Request: **Denied**

Explanation: Current guidelines and procedures require Invoice Deadline Extension requests to be filed by the end of the relevant invoice receipt period for the service category of the FRN requiring an extension (120 days after the end of the service delivery date). The extension request was not filed in a timely manner, so it is denied.

#### TO APPEAL THIS DECISION

You have the option of filing an appeal with USAC or directly with the Federal Communications Commission (FCC).

If you wish to appeal a decision in this letter to USAC, your appeal must be received by USAC or postmarked within 60 days of the date of this letter. Failure to meet this requirement will result in automatic dismissal of your appeal. In your letter of appeal:

1. Include the name, address, telephone number, fax number, and email address for the person who can most readily discuss this appeal with us.
2. State outright that your letter is an appeal. Include the following to identify the USAC decision letter (e.g., FCDL) and the decision you are appealing:
  - appellant name

- applicant and service provider names, if different than appellant
  - applicant BEN and service provider SPIN
  - **<insert application or form number>** as assigned by USAC
  - Funding Request Number(s) (FRNs) you are appealing if provided in the letter
  - **<insert name of the letter and funding year - both are located at the top of the letter>** AND
  - the exact text or the decision that you are appealing.
3. Please keep your letter to the point and provide documentation to support your appeal. Be sure to keep a copy of your entire appeal, including any correspondence and documentation.
  4. If you are the applicant, please provide a copy of your appeal to the service provider(s) affected by USAC's decision. If you are the service provider, please provide a copy of your appeal to the applicant(s) affected by USAC's decision.
  5. Provide an authorized signature on your letter of appeal.

We strongly recommend that you use one of the electronic filing options. To submit your appeal to USAC by email, email your appeal to [appeals@sl.universalservice.org](mailto:appeals@sl.universalservice.org) or submit your appeal electronically by using the "Submit a Question" feature on the USAC website. USAC will automatically reply to incoming emails to confirm receipt.

To submit your appeal to us by fax, fax your appeal to (973) 599-6542.

To submit your appeal to us on paper, send your appeal to:

Letter of Appeal  
 Schools and Libraries Division - Correspondence Unit  
 30 Lanidex Plaza West  
 PO Box 685  
 Parsippany, NJ 07054-0685

For more information on submitting an appeal to USAC, please see "Appeals" in the "Schools and Libraries" section of the USAC website.

If you wish to appeal a decision in this letter to the FCC, you should refer to CC Docket No. 02-6 on the first page of your appeal to the FCC. Your appeal must be received by the FCC or postmarked within 60 days of the date of this letter. Failure to meet this requirement will result in automatic dismissal of your appeal. We strongly recommend that you use the electronic filing options described in "Appeals" in the "Schools and Libraries" section of the USAC website. If you are submitting your appeal via United States Postal Service, send to: FCC, Office of the Secretary, 445 12th Street SW, Washington, DC 20554.

Schools and Libraries Division  
 Universal Service Administrative Company

cc: Anna Setola, Wave 2 Wave Communications



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